

Interagency Committee For Outdoor
Recreation

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Salmon Recovery Funding Board

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STATE OF WASHINGTON

OFFICE OF THE INTERAGENCY COMMITTEE

1111 Washington Street SE
PO Box 40917
Olympia, WA 98504-0917

March 7, 2005

To: Potential Contractors

FROM: Tammy Owings, RFQQ Coordinator

SUBJECT: Request for Qualifications and Quotations to Create an Opportunity
for Hiring Members of the Salmon Recovery Funding Board
Review/Technical Advisory Panel

The state of Washington Interagency Committee for Outdoor Recreation (IAC) is issuing a Request for Qualifications and Quotations (RFQQ) to create an opportunity for hiring a diverse panel of experts suitable for advising the Salmon Recovery Funding Board (SRFB) on key elements and functions of the 2005 grant cycle.

The estimated length of the contract is from May 2005 through June 30, 2006 with possible two one-year extensions. The RFQQ is attached to this memorandum.

Proposals are due to the IAC's office by 4:00 p.m. on March 28, 2005, at the address listed below:

Salmon Recovery Funding Board
Attn: Tammy Owings
Natural Resources Building
1111 Washington Street SE
PO Box 40917
Olympia, WA 98504-0917

There will be a preproposal conference at 10:00 a.m. at the Department of Natural Resources Building in Olympia on March 28, 2005.

Washington State is an equal opportunity employer and minority and women-owned businesses are encouraged to apply.

RFQQ
Page 2
March 7, 2005

The RFQQ and any addenda will be posted on the IAC Web site at www.iac.wa.gov. For further information and/or to obtain a copy of the RFQQ, send an e-mail, fax, or written request to:

Salmon Recovery Funding Board
Attn: Tammy Owings
PO Box 40917
Olympia, WA 98504-0917
Phone: 360-902-2637
Fax: 360-902-3026
E-mail: TammyO@iac.wa.gov

**STATE OF WASHINGTON
OFFICE OF THE INTERAGENCY COMMITTEE FOR OUTDOOR RECREATION
OLYMPIA, WASHINGTON**

**REQUEST FOR QUALIFICATIONS AND QUOTATIONS
RFQQ NO. 2005-01**

PROJECT TITLE: SALMON RECOVERY FUNDING BOARD REVIEW PANEL

PROPOSAL DUE DATE: March 28, 2005

EXPECTED TIME PERIOD FOR CONTRACT: May 2005 through June 2006

CONSULTANT ELIGIBILITY: This procurement is open to those consultants that satisfy the minimum qualifications stated herein and that are available for work in Washington State.

CONTENTS OF THE REQUEST FOR QUALIFICATIONS AND QUOTATIONS

- 1. Introduction**
- 2. General Information for Consultants**
- 3. Proposal Contents**
- 4. Evaluation and Award**
- 5. Exhibits**
 - A. Certifications and Assurances**
 - B. Personal Service Contract with General Terms and Conditions**

TABLE OF CONTENTS

1. Introduction	1
1.1 Purpose and Background	
1.2 Objective	
1.3 Minimum Qualifications	
1.4 Funding	
1.5 Period of Performance	
1.6 Definitions	
1.7 ADA 2	
2. General Information for Consultants	2
2.1 RFQQ Coordinator	
2.2 Estimated Schedule of Procurement Activities	
2.3 Preproposal Conference	
2.4 Submission of Proposals	
2.5 Proprietary Information/Public Disclosure	
2.6 Revisions to the RFQQ	
2.7 Minority & Women-Owned Business Participation	
2.8 Acceptance Period	
2.9 Responsiveness	
2.10 Most Favorable Terms	
2.11 Contract and General Terms & Conditions	
2.12 Costs to Propose	
2.13 No Obligation to Contract	
2.14 Rejection of Proposals	
2.15 Commitment of Funds	
2.16 Insurance Coverage	
3. Proposal Contents	6
3.1 Letter of Submittal (Mandatory)	
3.2 Qualifications Section	
3.2.1 Business Information (Mandatory)	
3.2.2 Qualifications	
3.3 Quotations Section	
3.3.1 Identification of Costs (SCORED)	
3.3.2 Computation	
4. Evaluation and Contract Award	8
4.1 Evaluation Procedure	
4.2 Clarification of Proposal	
4.3 Evaluation Weighting and Scoring	
4.4 Oral Presentations Required	
4.5 Notification to Proposers	
4.6 Debriefing of Unsuccessful Proposers	
4.7 Protest Procedure	
5. RFQQ Exhibits	11
Exhibit A Certifications and Assurances	
Exhibit B Personal Service Contract Format including General Terms and Conditions (GT&Cs)	

1. INTRODUCTION

The Salmon Recovery Funding Board (SRFB) was established by the legislature in 1999. Its mission is to support salmon recovery by funding habitat protection and restoration projects, and related programs and activities that produce sustainable and measurable benefits for fish and their habitat. Starting in 2000, the SRFB established policies authorizing the types of projects eligible for funding and an evaluation process for selecting projects. Additionally, for each grant cycle it has employed the services of a panel consisting of experts in the fields of salmon recovery and natural resources management and science to advise it on the process for selecting projects to be funded.

1.1 PURPOSE AND BACKGROUND

The administrative office for the SRFB - Washington State Interagency Committee for Outdoor Recreation (IAC) - is seeking qualifications and quotations (RFQQ) to create an opportunity for hiring a diverse panel of experts suitable for advising the SRFB on key elements and functions of the 2005 grant cycle. Some members of the panel may be appointed through their affiliation with state or federal government, but the SRFB seeks broad participation including government, business, consulting, non-profit, academic and other sectors. The panel is independent in the sense that team members do not represent an agency or constituency and should not currently be involved professionally or as a volunteer in any lead entity process or a project on a lead entity list.

1.2 OBJECTIVE

The objective of this advertisement for a RFQQ is to obtain general information and cost estimates from individuals having education, training, and experience suitable for advising the SRFB on the matter of salmon recovery strategies and selecting salmon habitat protection and restoration projects.

The IAC may award one or more contracts to consultants who submit proposals as a result of this RFQQ.

1.3 MINIMUM QUALIFICATIONS

The Consultant must be licensed to do business in the State of Washington and have:

- At least ten years of experience in one or more of the fields of salmon recovery, natural resources management or policy, watershed management or analysis, fisheries, environmental engineering, habitat, marine nearshore, or environmental affairs.
- A bachelor, masters, or PhD degree in the fields described above.
- A working knowledge of the function, purpose and operation of lead entities, regional salmon recovery planning, and the Salmon Recovery Funding Board.
- Expertise in salmon habitat protection and restoration approaches, watershed processes and strategic planning.
- Familiarity with the watersheds of Washington State.
- The ability to work as a member of a team that may include participation from state and other governmental agencies.
- Effective communication skills.
- Experience in bridging the gap between science and policy and inclusion of the community and stakeholder interests in policy development and decision-making.
- Willingness to travel.

Bidders who do not meet these minimum qualifications will be rejected as non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated and no score will be assigned.

1.4 FUNDING

Proposals as close to the rate of \$100 per hour (or less) are preferred. Proposals in excess of \$ 200 per hour for professional services described in **Exhibit B** will be rejected as non-responsive and will not be evaluated. In the event additional funding becomes available, any contract awarded may be renegotiated to provide for additional related services.

Any contract(s) awarded as a result of this procurement is contingent upon the availability of funding.

1.5 PERIOD OF PERFORMANCE

The period of performance of any contract(s) resulting from this RFQQ is tentatively scheduled to begin on or about May 10, 2005 and to end on June 30, 2006. The IAC reserves the option at its sole discretion to extend the contract for two additional one-year periods.

1.6 DEFINITIONS

Definitions for the purposes of this RFQQ include:

Agency – The Office of the Interagency Committee for Outdoor Recreation (IAC) is the agency of the State of Washington that is issuing this RFQQ, on behalf of the SRFB.

Consultant – Individual submitting a proposal in order to attain a contract with the AGENCY.

Contractor – Individual whose proposal has been accepted by the AGENCY and is awarded a fully executed, written contract.

Panel – A group of experts that advises the SRFB on the matter of salmon recovery and salmon habitat protection and restoration projects and activities.

Proposal – A formal offer submitted in response to this solicitation.

Request for Qualifications and Quotations (RFQQ) – Formal procurement document in which services needed are identified and firms are invited to provide their qualifications to provide the services and their hourly rates.

1.7 ADA

The AGENCY complies with the Americans with Disabilities Act (ADA). Consultants may contact the RFQQ Coordinator to receive this Request for Qualifications and Quotations in Braille or on tape.

2. GENERAL INFORMATION FOR CONSULTANTS

2.1 RFQQ COORDINATOR

The RFQQ Coordinator is the sole point of contact in the AGENCY for this procurement. All communication between the Consultant and the AGENCY upon receipt of this RFQQ shall be with the RFQQ Coordinator, as follows:

Name	Tammy Owings
Mailing Address	Natural Resources Building
Street Address	1111 Washington Street S.E. P.O. Box 40917 Olympia, WA 98504-0917

Phone Number	(360) 902-2637
Fax Number	(360) 902-3026
E-Mail Address	TammyO@iac.wa.gov

Any other communication will be considered unofficial and non-binding on the AGENCY. Consultants are to rely on written statements issued by the RFQQ Coordinator. Communication directed to parties other than the RFQQ Coordinator may result in disqualification of the Consultant.

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Qualifications and Quotations	March 7
Preproposal Conference (if applicable)	March 14
Issue addendum to RFQQ (if applicable)	March 16
Proposals due	March 28
Evaluate proposals	April 1
Conduct oral interviews with finalists, if required	April 8
Announce "Apparent Successful Contractor" and send notification via fax or e-mail to unsuccessful proposers	April 18
Hold debriefing conferences (if requested)	Upon request
Negotiate contract	April 21
File contract with OFM	April 28
Begin contract work	May 10

The AGENCY reserves the right to revise the above schedule.

2.3 PREPROPOSAL CONFERENCE

A preproposal conference is scheduled for **March 14 at 10:00 a.m.** local time in Olympia, Washington. The location of the preproposal conference is the Natural Resources Building, the exact room location to be announced by the IAC office. All prospective Consultants should attend; however, attendance is not mandatory.

IAC shall be bound only to IAC's written answers to questions. Questions arising at the preproposal conference or in subsequent communication with the RFQQ Coordinator will be documented and answered in written form. A copy of the questions and answers will be sent to each prospective Consultant, who has received a copy of the RFQQ or made the RFQQ Coordinator aware of its interest in this procurement.

2.4 SUBMISSION OF PROPOSALS

Consultants are required to submit four (4) copies of their proposal. Two copies must have original signatures and two copies can have photocopied signatures. The proposal, whether mailed or hand delivered, must arrive at the AGENCY no later than **4:00 p.m., local time, on March 28, 2005.**

If proposals are submitted electronically, two hard copies with original signatures must be submitted by the deadline described above.

The proposal is to be sent to the RFQQ Coordinator at the address noted in Section 2.1. The envelope should be clearly marked to the attention of the RFQQ Coordinator.

Consultants mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the RFQQ Coordinator. Consultants assume the risk for the method of delivery chosen.

The AGENCY assumes no responsibility for delays caused by any delivery service. Proposals may not be transmitted using electronic media such as facsimile transmission or email.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the AGENCY and will not be returned.

2.5 PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Materials submitted in response to this competitive procurement shall become the property of the AGENCY.

All proposals received shall remain confidential until the contract(s), if any, resulting from this RFQQ is signed by the Director of the AGENCY and the apparent successful Contractor; thereafter, the proposals shall be deemed public records as defined in RCW 42.17.250 to .340, "Public Records."

Any information in the proposal that the Consultant desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.17.250 to .340 must be clearly designated. The page must be identified and the particular exception from disclosure upon which the Consultant is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on the lower right hand corner of the page.

The AGENCY will consider a Consultant's request for exemption from disclosure; however, the AGENCY will make a decision predicated upon Chapter 42.17 RCW and Chapter 143-06 of the Washington Administrative Code. Marking the entire proposal exempt from disclosure will not be honored. The Consultant must be reasonable in designating information as confidential. If any information is marked as proprietary in the proposal, such information will not be made available until the affected proposer has been given an opportunity to seek a court injunction against the requested disclosure.

A charge will be made for copying and shipping, as outlined in RCW 42.17.300. No fee shall be charged for inspection of contract files, but twenty-four (24) hours' notice to the RFQQ Coordinator is required. All requests for information should be directed to the RFQQ Coordinator.

2.6 REVISIONS TO THE RFQQ

In the event it becomes necessary to revise any part of this RFQQ, addenda will be provided to all who receive the RFQQ.

The AGENCY also reserves the right to cancel or to reissue the RFQQ in whole or in part, prior to execution of a contract.

2.7 MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

In accordance with the legislative findings and policies set forth in chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation or on a subcontractor basis. However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award, and proposals will not be rejected or considered non-responsive on that basis.

The established annual procurement participation goals for MBE is 10% and for WBE, 4%, for this type of project. These goals are voluntary. Bidders may contact OMWBE at 360/753-9693 to obtain information on certified firms.

2.8 ACCEPTANCE PERIOD

Proposals must provide 60 days for acceptance by AGENCY from the due date for receipt of proposals.

2.9 RESPONSIVENESS

All proposals will be reviewed by the RFQQ Coordinator to determine compliance with administrative requirements and instructions specified in this RFQQ. The Consultant is specifically notified that failure to comply with any part of the RFQQ may result in rejection of the proposal as non-responsive.

The AGENCY also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

2.10 MOST FAVORABLE TERMS

The AGENCY reserves the right to make its award(s) without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms, which the Consultant can propose. The AGENCY does reserve the right to contact a Consultant for clarification of its proposal.

The Consultant should be prepared to accept this RFQQ for incorporation into a contract resulting from this RFQQ. Contract negotiations may incorporate some or the Consultant's entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to the AGENCY.

2.11 CONTRACT AND GENERAL TERMS & CONDITIONS

Any apparent successful contractor will be expected to enter into a contract, which is substantially the same as the general terms and conditions described in **Exhibit B**. In no event is a Consultant to submit its own standard contract terms and conditions in response to this solicitation. The Consultant may submit exceptions as allowed in the Certifications and Assurances section, Exhibit A to this solicitation. The AGENCY will review requested exceptions and accept or reject the same at its sole discretion.

2.12 COSTS TO PROPOSE

The AGENCY will not be liable for any costs incurred by the Consultant in preparation of a proposal submitted in response to this RFQQ, in conduct of a presentation, or any other activities related to responding to this RFQQ.

2.13 NO OBLIGATION TO CONTRACT

This RFQQ does not obligate the State of Washington or the AGENCY to contract for services specified herein.

2.14 REJECTION OF PROPOSALS

The AGENCY reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFQQ.

2.15 COMMITMENT OF FUNDS

The Director of the AGENCY or her delegate is the only individual who may legally commit the AGENCY to the expenditures of funds for a contract resulting from this RFQQ. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.16 INSURANCE COVERAGE

The CONTRACTOR shall provide insurance coverage as set out in this section. The intent of the required insurance is to protect the State should there be any claims, suits, actions, costs, damages or expenses arising from any negligent or intentional act or omission of the CONTRACTOR or subcontractor, or agents of either, while performing under the terms of this contract.

The CONTRACTOR shall provide insurance coverage, which shall be maintained in full force and effect during the term of this Contract, as follows:

1. Automobile Liability. In the event that services delivered pursuant to this contract involve the use of vehicles, either owned or unowned by the CONTRACTOR, automobile liability insurance shall be required.
2. The insurance required shall be issued by an insurance company/ies authorized to do business within the State of Washington.

AT AGENCY's request, CONTRACTOR shall submit to AGENCY within 15 days of the contract effective date, a certificate of insurance which outlines the coverage and limits defined in the *Insurance* section. CONTRACTOR shall submit renewal certificates as appropriate during the term of the contract.

Worker's Compensation Coverage

The Contractor will at all times comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The State will not be held responsive in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract.

3. PROPOSAL CONTENTS

Proposals must be submitted on eight and one-half by eleven (8 1/2 x 11) inch paper with tabs separating the major sections of the proposal. The three major sections of the proposal are to be submitted in the order noted below:

1. Letter of Submittal, including signed Certifications and Assurances (Exhibit A to this RFQQ);
2. Qualifications
3. Quotation

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal, but should assist the Consultant in preparing a thorough response.

Items in this section marked "mandatory" must be included as part of the proposal for the proposal to be considered responsive; however, these items are not scored. Items marked "scored" are those that are awarded points as part of the evaluation conducted by the evaluation team.

3.1 LETTER OF SUBMITTAL (MANDATORY)

The Letter of Submittal and the attached Certifications and Assurances form (**Exhibit A** to this RFQQ) must be signed and dated by a person authorized to legally bind the Consultant to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Attach the Certifications and Assurances form to the Letter of Submittal.

3.2 QUALIFICATIONS SECTION

The services to be provided under this project are described in Exhibit B.

The Qualifications Section of the proposal must contain information that will demonstrate to the evaluation committee the Consultant's understanding of the types of services proposed, the consultant's ability to accomplish them, and the ability to meet tight timeframes.

The Qualifications response is to be submitted in three sections as follows: 1) Business Information, 2) Experience, and 3) Schedule. The optional fourth section would include proof of certification for minority- and women-owned businesses participating on the project.

3.2.1. BUSINESS INFORMATION (MANDATORY)

- A. State the name of the Consultant, address, phone number, fax number, e-mail address, legal status of entity (ownership) and year entity was established as it now substantially exists.
- B. Provide the Consultant's Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI) number issued by the State of Washington Department of Revenue.
- C. Identify any State employees or former State employees employed by the Consultant as of the date of the proposal. Include their position and responsibilities with the Consultant. If following a review of this information, it is determined by the AGENCY that a conflict of interest exists; the Consultant may be disqualified from further consideration for the award of a contract.
- D. If the Consultant was an employee of the State of Washington during the past 24 months, or is currently a Washington State employee, identify the individual by name, the agency previously or currently employed by, job title or position held and separation date.
- E. If the Consultant has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Consultant's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.
- F. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Consultant's position on the matter. The AGENCY will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Consultant in the past five years, so indicate.

3.2.2. QUALIFICATIONS

1. EDUCATION & TRAINING (SCORED)

- A. Describe the degrees attained, areas of specialization, and institutions of higher learning attended.

- B. Describe any continuing education or training courses attended within the past five years that are applicable to the services in this RFQQ.

2. EXPERIENCE (SCORED)

- A. Describe services in this RFQQ that have been provided to other clients that indicate the Consultant's ability to provide these services.
- B. Describe the consultant's recent experience with salmon recovery, lead entities, and/or the Salmon Recovery Funding Board.

3. REFERENCES

- A. List names, addresses, telephone numbers, fax numbers and e-mail addresses of three business references for which work has been accomplished and briefly describe the type of service provided for them.
- B. The Consultant must grant permission to the AGENCY to contact the references and others who may have pertinent information. Do not include current AGENCY staff as references.

4. SCHEDULE (SCORED)

Describe the Consultant's ability to meet deadlines, especially on a short-time frame, and give examples of how past tight deadlines have been successfully met.

5. OMWBE CERTIFICATION (OPTIONAL AND NOT SCORED)

Include proof of certification issued by the Washington State Office of Minority and Women's Business Enterprises if certified minority-owned firm and/or women-owned firm(s) will be participating on this project.

3.3 QUOTATIONS SECTION

3.3.1 Identification of Costs (SCORED)

The quotations section must list all hourly rates for services anticipated under the proposed contract. The hourly rates are to represent fully weighted costs. This includes administrative costs, local travel costs, or any other applicable fees that would be charged under this contract.

Consultants are required to collect and pay Washington state sales tax, if applicable.

The evaluation process is designed to award this procurement not necessarily to the Consultant of least cost, but rather to the Consultant whose proposal best meets the requirements of this RFQQ. Consultants are encouraged, however, to submit proposals, which are consistent with State government efforts to conserve state resources.

4. EVALUATION AND CONTRACT AWARD

4.1 EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. References will be reviewed and considered when making final selections of proposals. The evaluation of proposals shall be accomplished by an evaluation team, to be designated by the AGENCY, which will determine the ranking of the proposals.

AGENCY, at its sole discretion, may elect to select the top-scoring firms as finalists for a verbal presentation.

4.2 CLARIFICATION OF PROPOSAL

The RFQQ Coordinator may contact the Consultant for clarification of any portion of the Consultant's proposal.

4.3 EVALUATION SCORING

The following points will be assigned to the proposal for evaluation purposes:

Qualifications Section	
Education & Training	25 points
Experience	45 points
Schedule	10 points
Quotation	20 points
<hr/>	
TOTAL	100 POINTS

4.4 VERBAL PRESENTATIONS MAY BE REQUIRED

Verbal presentations, if considered necessary by the AGENCY, will be utilized in selecting the winning proposal(s). The AGENCY, at its sole discretion, may elect to select the top-scoring consultant(s) from the written evaluation for a verbal presentation and contact the top-scoring consultant's to schedule a date, time and location for an oral presentation. Commitments made by the Consultant at the verbal interview, if any, will be considered binding.

4.5 NOTIFICATION TO PROPOSERS

Firms whose proposals have not been selected for further negotiation or award will be notified via FAX or by e-mail.

4.6 DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Upon request, a debriefing conference will be scheduled with an unsuccessful Proposer. The request for a debriefing conference must be received by the RFQQ Coordinator within three (3) business days

after the Notification of Unsuccessful Consultant letter is faxed/e-mailed to the Consultant. The debriefing must be held within three (3) business days of the request.

Discussion will be limited to a critique of the requesting Consultant's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

4.7 PROTEST PROCEDURE

This procedure is available to Consultants who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Consultant is allowed three (3) business days to file a protest of the acquisition with the RFQQ Coordinator. Protests may be submitted by facsimile, but should be followed by the original document.

Consultants protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Consultants under this procurement.

All protests must be in writing and signed by the protesting party or an authorized Agent. The protest must state the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the RFQQ Coordinator.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of the evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in the procurement document or AGENCY policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluators professional judgment on the quality of a proposal, or 2) AGENCY'S assessment of its own and/or other agencies needs or requirements.

Upon receipt of a protest, a protest review will be held by the AGENCY. The AGENCY director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision within five business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Consultant, which submitted a proposal, such Consultant will be given an opportunity to submit its views and any relevant information on the protest to the RFQQ Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold the AGENCY's action; or
- Find only technical or harmless errors in the AGENCY's acquisition process and determine the AGENCY to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide the AGENCY options which may include:
 - Correct the errors and re-evaluate all proposals, and/or
 - Reissue the solicitation document and begin a new process, or
 - Make other findings and determine other courses of action as appropriate.

If the AGENCY determines that the protest is without merit, the AGENCY will enter into a contract with the apparently successful contractor. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

5. RFQQ EXHIBITS

Exhibit A Certifications and Assurances

Exhibit B General Terms and Conditions (GT&Cs)

CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by the AGENCY without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. I/we understand that the AGENCY will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the AGENCY, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other Proposer or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
9. I/we grant the AGENCY the right to contact references and others, who may have pertinent information regarding the Proposer's prior experience and ability to perform the services contemplated in this procurement.

Signature of Proposer

Title

Date

GENERAL TERMS AND CONDITIONS (GT&CS)

As a member of the review panel, contingent on SRFB direction, the Consultant will be expected to:

- Provide guidance to local lead entities in the development of their salmon habitat recovery strategies.
- Read, evaluate, and rate salmon habitat recovery strategies submitted by lead entities.
- Provide technical assistance to local lead entities in development of their salmon habitat project lists.
- Meet with lead entities and project applicants to learn about salmon protection and restoration projects, and provide applicants the opportunity to correct project deficiencies that otherwise would likely be of concern.
- Evaluate projects for the benefit to salmon, likelihood of being successful, and/or those having costs that may outweigh the anticipated benefits of the project.
- Evaluate and rate the correspondence between lead entities project lists and habitat strategies.
- Attend and participate in some SRFB meetings.
- Participate in the preparation of a written summary of Panel findings.
- Provide comments on what worked, what did not work, and recommended changes for the next grant cycle.